

## FACILITIES MANAGEMENT

### BUDGET UNIT: GROUNDS DIVISION (AAA FMG)

#### I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Grounds Division is responsible for the grounds maintenance services provided to county owned facilities and some leased facilities through a combination of in house personnel and private grounds maintenance service providers.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Appropriation	923,365	1,507,423	1,271,781	1,595,135
Total Revenue	373,669	716,000	716,904	753,370
Local Cost	549,696	791,423	554,877	841,765
Budgeted Staffing		27.0		28.0
<b><u>Workload Indicators</u></b>				
Acres Maintained	715	715	715	715

Variance of 2001-02 budgeted appropriations to actual is a result of vacant positions and savings in services and supplies.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

Budgeted staffing changes include the addition of 1.0 Grounds Caretaker I position to provide service (mowing, tree trimming, clean up and other landscaping duties) at the old County Medical Center site on Gilbert Street in San Bernardino. The cost of this position will be fully reimbursed in 2002-03 from Medical Center reuse funding, which is scheduled to be exhausted by the end of 2002-03. The department will request additional local cost in the 2003-04 budget for ongoing costs.

##### **PROGRAM CHANGES**

Additional appropriations are required to provide ground services at the County Medical Center.

GROUP: Internal Services  
DEPARTMENT: Facilities Management - Grounds  
FUND: General AAA FMG

FUNCTION: General  
ACTIVITY: Property Management

	<u>2001-02</u> <u>Actuals</u>	<u>2001-02</u> <u>Approved Budget</u>	<u>2002-03</u> <u>Board Approved</u> <u>Base Budget</u>	<u>2002-03</u> <u>Board Approved</u> <u>Changes to</u> <u>Base Budget</u>	<u>2002-03</u> <u>Final Budget</u>
<b><u>Appropriations</u></b>					
Salaries and Benefits	864,216	1,003,163	1,064,439	32,370	1,096,809
Services and Supplies	402,782	502,304	493,326	5,000	498,326
Central Computer	1,956	1,956	1,956	(1,956)	-
Total Exp Authority	1,268,954	1,507,423	1,559,721	35,414	1,595,135
Less:					
Reimbursements	2,827	-	-	-	-
Total Appropriation	1,271,781	1,507,423	1,559,721	35,414	1,595,135
<b><u>Revenue</u></b>					
Current Services	716,904	716,000	716,000	37,370	753,370
Total Revenue	716,904	716,000	716,000	37,370	753,370
Local Cost	554,877	791,423	843,721	(1,956)	841,765
Budgeted Staffing		27.0	27.0	1.0	28.0

## FACILITIES MANAGEMENT

Total Changes in Board Approved Base Budget		
Salaries and Benefits	<u>61,276</u>	MOU and retirement increases.
Services and Supplies	<u>(8,978)</u>	Inflation, risk management liabilities, EHAP, and the 2% budget reduction.
Total Appropriation Change	52,298	
Total Revenue Change	-	
Total Local Cost Change	52,298	
Total 2001-02 Appropriation	1,507,423	
Total 2001-02 Revenue	716,000	
Total 2001-02 Local Cost	791,423	
Total Base Budget Appropriation	1,559,721	
Total Base Budget Revenue	716,000	
Total Base Budget Local Cost	843,721	

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>32,370</u>	Additional 1.0 Grounds Caretaker I position to provide service to the old County Medical Center site.
Services and Supplies	<u>5,000</u>	Appropriations required to support the additional position requested.
Central Computer	<u>(1,956)</u>	Appropriations for central computer charges transferred to the Maintenance Division (AAA FMM).
Total Appropriations	<u>35,414</u>	
Revenue		
Current Services	<u>37,370</u>	Medical Center reuse funding.
Total Revenue	<u>37,370</u>	
Local Cost	<u>(1,956)</u>	